

BUDGET LETTER

	NUMBER: 18-21
SUBJECT: 2019-20 SALARIES AND WAGES SPREADSHEET (AUTHORIZED POSITIONS AND COST ESTIMATES)	DATE ISSUED: JULY 30, 2018
REFERENCES: STATE ADMINISTRATIVE MANUAL SECTIONS 6415, et seq., AND BUDGET LETTER 15-22	SUPERSEDES: BL 17-19 (REVISED)

TO: Agency Secretaries
 Department Directors
 Departmental Budget and Accounting Officers
 Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

BUDGET OFFICERS ARE REQUESTED TO FORWARD A COPY OF THIS BUDGET LETTER TO DEPARTMENTAL PERSONNEL OFFICERS.

This Budget Letter (BL) provides departments with instructions for preparing the 2019-20 Salaries and Wages Spreadsheet (Schedule 7A).

Note: Departments must build the 2019-20 Salaries and Wages publication from the final 2018-19 Salaries and Wages spreadsheets that their respective Department of Finance budget analysts will provide to them electronically the week of July 30, 2018.

Deadlines and Deliverables	
<p>On or before Tuesday, September 4, 2018</p>	<p>Complete and return:</p> <ul style="list-style-type: none"> ▪ Electronic (Excel) version of the Salaries and Wages spreadsheet; and ▪ Attachment C (Salaries & Wages Schedule 7A Reconciliation Form) – either a signed hard copy or an electronic scan of the signed form. <p>Provide copies of the following backup documentation:</p> <ul style="list-style-type: none"> ▪ Schedule 8 Report; ▪ Supplementary Schedule 8 Report; ▪ Schedule 8 Summary (Form 33); ▪ Blanket Balance Position Expenditure Report; and ▪ Department Temporary Help and Overtime Reports.

I. SALARIES AND WAGES SPREADSHEET

Position and salary information is compiled and maintained in an Excel spreadsheet. An electronic file Finance created using data from the final 2018-19 Salaries and Wages spreadsheet will be distributed to departments by their Finance budget analyst the week of July 30. **Departments MUST use the spreadsheet provided by their Finance budget analyst because it contains updated formulas and formatting necessary for publication of the consolidated statewide Salaries and Wages document.** Finance will return spreadsheets submitted using older files to departments and require that they enter updates on the current 2019-20 form.

Reconcile position and salary information, and **complete and return the documents listed above along with the required backup documentation to your Finance budget analyst no later than Tuesday, September 4, 2018.**

II. STATE CONTROLLER REPORTS

The State Controller's Office (SCO) has released the following reports directly to departments:

- Schedule 8 Report;
- Supplementary Schedule 8 Report; and
- Blanket Balance Position Expenditure Report.

Any adjustments made to these reports must be reflected in the Form 33 and the Salaries and Wages spreadsheet in accordance with the guidelines outlined in the State Administrative Manual (SAM) Sections 6415, et seq. Attachment A describes the documents used by departments to develop the Salaries and Wages Publication.

III. SALARIES AND WAGES SPREADSHEET PREPARATION

Definitions of Terms:

1. **Career Executive Assignment (C.E.A.) Positions**—Reflect the monthly salary range for all C.E.A. positions as of June 30, 2018 as follows:
 - C.E.A. A = \$6,913 to \$9,937;
 - C.E.A. B = \$9,625 to \$11,465; and
 - C.E.A. C = \$10,688 to \$12,136.
 - The maximum rate for physicians, attorneys, and engineers is \$15,885.
2. **Merit Salary Adjustments**—Merit Salary Adjustment (MSA) expenditure projections, except for C.E.A. positions, are included in the Schedule 8 by the SCO. C.E.A. salary levels must be adjusted manually in the Salaries and Wages spreadsheet to reflect the proper levels noted above. The current 2018-19 Budget does not include statewide funding for MSAs. Any net costs incurred by departments for this purpose must be absorbed within existing resources.
3. **Permanent Employees**—Generally, all permanent employees (full-time and part-time) must fill authorized and established positions. Permanent positions should not be budgeted in blanket authorizations on an ongoing basis.
4. **Salary Range**—Include a corresponding salary range for each classification as listed in the Schedule 8 report. Within each segment of the Salaries and Wages spreadsheet, **sort positions in descending order** according to the **minimum step of the salary range.**

5. **Partial-Year Authorizations**—Positions that are authorized for less than a full fiscal year must reflect the **net position count** and the **net associated dollars**. For example, a position established with an effective date of January 1, 2019, would reflect 0.5 in the 2018-19 position column and half of the position's salary range in the 2018-19 expenditures column.
6. **Temporary Help Authorizations**—Display positions for all three years, including positions for student assistants, seasonal, and other personnel used for temporary purposes if they are not filling a permanent authorized position. Generally, departments should not include permanent employees (full-time or part-time) in the blanket, although this is allowed to meet short-term needs of departments, such as for succession planning. These employees should be moved from the blanket to permanent positions as soon as possible. Permanent intermittent positions may be in the blanket. Ensure the position equivalent and dollar value are based on realistic usage; do not create a position value if the dollar value will not result in hiring a person.
7. **Overtime**—Budget overtime costs as a separate line entry. Do not display positions for overtime.
8. **Reorganizations**—Reorganizations that are proposed for the 2019-20 Budget must first be approved by Finance. Upon Finance's approval, reflect a condensed version of proposed reorganizations in the Governor's Budget documents, rather than in the Salaries and Wages spreadsheet.
9. **Limited-Term Positions**—Previously approved limited-term positions will remain in effect until their expiration date(s). These positions will continue to be footnoted in the 7A spreadsheet until expired. However, pursuant to [BL 15-22](#), Finance is no longer approving new limited-term positions. If an increase in temporary resources is necessary to support short-term workload, Finance will consider limited-term expenditure authority, without authorized positions, to meet departments' operational needs.
10. **Vacant Positions**—Reflect vacant positions at the first step of the appropriate classification, except for positions within interchangeable classes. Reflect vacant positions with interchangeable classes at the minimum step of the: (a) lowest salary range for groups consisting of two classes, (b) middle salary range for groupings that contain an odd number of classes, or (c) lowest salary range of the lower of the two middle classes for groupings that contain an even number of classifications in excess of two.
11. **Standard Abbreviations (Attachment B)**—Use only the abbreviations in the attached listing.
12. **Salary Adjustments**—Funding increases for 2018-19 salary changes, including any General Salary increases ratified by the Legislature, which have not already been distributed to departmental budgets, have been centrally carried by Finance in the 2018 Budget Act. Funding for these salary adjustments will be distributed to departments through a forthcoming Employee Compensation Adjustments BL.
13. **Consolidated Benefits (CoBen)**—CoBens are staff benefits, not salaries or wages, and they should be entered using a *benefits* AC code that begins with 515. Therefore, departments should use AC Code (5150850 – Consolidated Benefits) in PeopleSoft to properly categorize these expenditures as benefits.

14. Flex Elect Cash Options—Flex Elect Cash Option amounts default to an overtime AC code in the FI\$Cal system, and departments have the discretion to choose to display Flex Elect Cash Option amounts on a “Temporary Help” line in the 7A if that provides a clearer representation of salaries and wages for their department. Displaying Flex Elect Cash Option amounts on the “Overtime” lines in the 7A may significantly skew the perception of overtime hours worked in a department.

15. Information Technology Position Reclassifications—On January 11, 2018, the State Personnel Board approved the consolidation of 36 IT classifications into 9 new classifications. Departments’ Schedule 8 reports from the SCO will show the past year position split between the former IT classification and the new IT classification. For example, a full-year position (1.0) will most likely display on the Schedule 8 as 0.6 in the former classification and 0.4 in the new classification. Salaries and Wages spreadsheets should reflect only the new classification titles and salary ranges. Therefore, departments will need to add the total for the former classification shown on the Schedule 8 (e.g., 0.6) to the new classification shown on the Schedule 8 (e.g., 0.4) and display the total (e.g., 1.0) under the new classification in the past year column on the Salaries and Wages spreadsheets.

Definitions of Totals and Subtotals:

1. **Totals, Authorized Positions**—Means the number of positions authorized by the Legislature. After past year adjustments are made, the past year expenditure amount and the total authorized positions reflected in the Salaries and Wages spreadsheet must match the past year salaries and wages total in Hyperion.
2. **Subtotals**—Include the following subtotal lines below the **TOTALS, AUTHORIZED POSITIONS** line:
 - Regular/Ongoing Positions (see bottom line total from Form 33);
 - Temporary Help; and
 - Overtime.

Do not include a subtotal line that displays zero for positions and dollars for all three years.

SALARIES AND WAGES RECONCILIATION

To assist with Schedule 7A reconciliation, departments must complete and submit Attachment C (Salaries & Wages Schedule 7A Reconciliation Form) to their respective Finance budget analyst.

SCO Roster Summary Section:

- **Line 1:** Enter the number of positions from SCO’s Schedule 8 Report “Total by Agency” line for the 2018-19 and 2019-20 columns.
- **Line 2:** If there are positions not captured in the Schedule 8, enter the number of positions from SCO’s Supplementary Schedule 8 Report “Total by Agency” line for the 2018-19 and 2019-20 columns.
- **Line 3:** Use Form 33 (Schedule 8 Summary Reconciliation) to explain any corrections to Regular/Ongoing positions not included on the Schedule 8 or the Supplementary Schedule 8. Enter the number of Regular/Ongoing positions on Form 33 for the 2018-19 and 2019-20 columns.

- **Total Regular/Ongoing Positions:** A formula adds **Line 1** through **Line 3**. These amounts should match the Total Regular/Ongoing Positions line on the 2019-20 Salaries & Wages Spreadsheet (7A).
- **Line 4:** Use the Blanket Balance Position Report and/or your department's year-end reports for the number of Temp Help positions. Enter the number of Temp Help positions for the 2018-19 and 2019-20 columns.
- **Line 5:** Enter any miscellaneous adjustments, as necessary. Please provide supporting documents and brief descriptions of these adjustments to your Finance budget analyst.
- **Total Authorized Positions:** A formula adds **Total Regular/Ongoing Positions, Lines 4 and 5**. This should match the Total Authorized positions line on the 2019-20 Salaries & Wages Spreadsheet (7A).

Budget Reconciliation Section:

- **Line 1:** Enter the amount for the 2018-19 column from the **TOTALS, AUTHORIZED POSITIONS** line from last year's 2018-19 Salaries and Wages (Schedule 7A) publication. There is no need to enter an amount for 2019-20. Finance has included a formula to calculate the amount for 2019-20. (Line 1 for 2019-20 = the sum of Lines 1 and 2 for 2018-19).
- **Line 2:** Enter the amount from the "Other Adjustments" line of the "Expenditures by Category" section of your department's 2018-19 Enacted Budget galley (<http://www.ebudget.ca.gov/>). There is no need to enter an amount for 2019-20.
- **Line 3:** Subtract any limited-term positions that expire on or before 06/30/2019 in the 2019-20 column. Do not to enter an amount for 2018-19.
- **Line 4:** Enter any miscellaneous adjustments, as necessary. Please provide supporting documents and brief descriptions of these adjustments to your Finance budget analyst.
- **Total Authorized Positions:** A formula adds **Lines 1 through 4** for the 2018-19 and 2019-20 columns. This should match the Total Authorized Positions line on the 2019-20 Salaries & Wages Spreadsheet (7A) and the SCO Roster Summary section above.

Tie-Out of 2017-18 Actuals:

The 2017-18 actual positions and expenditures MUST match between the 7A and Hyperion. Your assigned Finance budget analyst will complete this section of the reconciliation form. Departments must submit their 7A spreadsheet and backup materials to Finance by September 4, 2018, even if they have not fully completed their past year reconciliation activities by that date. If departments have subsequent changes to positions or salaries and wages (e.g., after completing their past year budget adjustments and fund balance reconciliation exercises), they must work with their respective Finance budget analyst to revise the Salaries and Wages spreadsheet as soon as possible.

If you have any questions regarding this BL, please contact your Finance budget analyst.

/s/ Veronica Chung-Ng

Veronica Chung-Ng
Program Budget Manager

**DOCUMENTS USED IN THE DEVELOPMENT
OF THE SALARIES AND WAGES PUBLICATION**

Schedule 7A Spreadsheet—The Schedule 7A spreadsheet represents a summary listing of all authorized Regular/Ongoing positions by classification within each reporting unit as of a specified point in time. In most cases, the 2019-20 Schedule 7A spreadsheets display position information authorized as of June 30, 2018.

Schedule 8—A listing of approved, established, Regular/Ongoing positions with related personnel information, including past year expenditures by class code and estimated expenditures for the current and budget years for each position.

Supplementary Schedule 8—A listing of current year and budget year information on employees for whom there are no established positions (by Standard Form 607 action) to continue beyond June 30 of the past year, or for those positions with an abolished or non-existent class code. Past year expenditures, if any, for these employees are displayed on the Schedule 8.

Blanket Position Expenditure Report—A listing of established blanket numbers (for overtime, temporary help, seasonal, etc.) with the corresponding dollars and positions expended.

Standard Form 607—Standard 607 position documents received by the SCO by June 15 each year are normally reflected on the SCO's reports.

Schedule 8 Summary Reconciliation (Form 33)—This summary schedule is prepared by departments to reconcile any difference for Regular/Ongoing positions between the Schedule 7A Spreadsheet and the combined total of Regular/Ongoing positions listed in the Schedule 8 and in the Supplementary Schedule 8. The Form 33 can be found here: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std033.pdf>

**ATTACHMENT B
BL 18-21**

Word.....Abbreviation

academic aad
 academic year acad yr
 account(s) acct(s)
 accounting acctg
 administrative..... adm
 administration admin
 advisor advr
 affairs affs
 agricultural agric
 agriculture agri
 and &
 appointment appt
 apprentice apprnt
 assessment..... assess
 assistant..... asst
 associate..... assoc
 attorney..... atty
 automotive auto
 bilingual—bicultural..... bi/bi
 biology biol
 board..... bd
 branch..... br/brch
 building bldg
 bureau..... bur
 business..... bus
 Dept of Transportation..... Caltrans
 captain capt
 career executive appointment .. C.E.A.
 center cntr/ctr
 certification..... cert
 chemistry chem
 clerk clk
 compensation comp
 conservation cons
 construction constrn
 control cntrl
 coordinator coord
 corporate corp
 corrections corrs
 correctional corr
 county co
 criminal crim
 curriculum curr/curric
 data processing DP
 department dept
 departmental deptl
 deputy dep
 determination(s) determ(s)
 development dev/develmt
 developmental develmtl
 disability dis
 dispatch disp
 district dist
 division div
 drafting drftg
 duplicating..... dup
 economic econ
 education ed/educ

Word.....Abbreviation

electrical..... elec
 electronic data processing.....EDP
 employee and employer emp/emp
 employment empt
 engineer engr
 engineering..... engrng
 environment envirn
 environmental envirnlt
 equal employment opportunity EEO
 equipment equipt
 evaluation eval
 examination exam
 executive..... exec
 federal..... fed
 federal fund.....FF
 field fld
 general gen
 government..... gov
 governmental..... govtl
 handicap hdcp
 health hlth
 high occupancy vehicle HOV
 highway..... hwy
 hospital hosp
 hydraulic hyd
 hydroelectric hyd
 identification..... id
 information info
 inheritance inh
 inspector insp
 institutional..... instl
 instruction inst
 instructional..... instl
 insurance ins
 intergovernmental..... intergovtl
 intermediate inter
 international intntl
 junior jr
 laboratory..... lab
 leadership ldrshp
 legislative..... legis
 level of care LOC
 licensing..... lic
 lieutenant lieut
 machine mach
 maintenance maint
 management..... mgt/mgmt
 manager..... mgr
 managerial..... mgrl
 mechanical..... mech
 medical med
 member..... mbr
 month mo
 mountain mt
 nonsupervisory nonsupvry
 occupational..... occ
 office ofc
 officer off/ofcr

Word.....Abbreviation

operations ops/oper(s)
 operator opr
 organization org
 personnel pers
 pesticide..... pest
 physical..... phys
 planner plnr
 planning plan
 power pwr
 prevention prev
 principal prin
 processing proc
 production prod
 professional(s) prof(s)
 program(s) pgrm/prog(s)
 project proj
 property..... prop
 psychiatric..... psych
 public pub
 recreation..... recr
 record(s) recd(s)
 registration regis
 regulatory..... reg
 rehabilitation rehab
 reimbursement..... reimb
 representative rep
 reproduction..... reprod
 residential res
 retirement..... ret
 river rvr
 secretary secty
 section sec/sect
 senior sr
 sergeant..... sgt
 service(s) svc(s)
 social..... soc
 southern so
 specialist..... spec
 standards stds
 statistics stat
 stenographer..... steno
 subdivision sub
 superintendent..... supt
 supervising..... supvng
 supervisor supvr
 supervisorial..... supvrl
 supervisory supvry
 system(s) sys(s)
 technical..... tech
 technician..... techn
 technology tech
 telecommunication..... telecomm
 television..... TV
 training trng
 transportation..... transp
 veterinary vet
 vice president..... VP
 vocational..... voc